

## **2.1 - APPOINTMENT OF ADULT MEMBERS AND LEADERS**

1. This statement is to be read in conjunction with National P & R – P3 – Membership of the Scout Association of Australia, and P5 - Personnel Management.
2. The purpose of this policy is to establish an appropriate process to enable suitable persons to become Adult Members of Scouts ACT. Certain requirements need to be satisfied for membership; with additional requirements for those seeking to become an Adult Leader within Scouts ACT.

### Appointments Committee

3. In accordance with the Branch Constitution, Clause 25, the Branch Executive Committee (BEC) shall appoint an Appointments Committee. The Appointments Committee is responsible for the processing of information, for the formal approval by the BEC, of all membership categories (Adult Helper, Adult Supporter, Rover Scout, 18yo Venturers, Scout Fellowship, Honorary Commissioners and Life Members, etc.) and all appointment categories (Adult Leaders and Adventurous Activity Scout Appointed Guides), within the ACT Branch.
4. The Committee shall consist of the Chief Commissioner (or the Chief Commissioner's uniformed nominee), the Assistant Chief Commissioner, Adult Training and Development, a non-uniformed member (who shall be Chair), and up to four other members, only one of whom may be a uniformed member.
5. In accordance with the Branch Constitution, the BEC has the sole right to accept or reject an application for membership or an appointment at any stage in the process.

### Appointment as an Adult Member and Adult Leader

6. An application to become an Adult Member of Scouts ACT is to be supported by the following –
  - a. The applicant has reached the age of 18;
  - b. Following an interview, an application completed and signed by the applicant and countersigned by the appropriate Group Leader or Scouting Manager. The application includes agreeing to the Scouts ACT Code of Conduct and Mutual Agreement;
  - c. A current Working with Vulnerable People (WWVP) card;
  - d. The completion of e-Learning modules *Child Safe Scouting* and *WHS for Scouting*.
  - e. Two nominated referees to whom enquiries as to suitability as an adult member can be made. Applicants should be known to their referees for more than two years, and referees may not be relatives or members of the Group or Team in which membership is sought;
  - f. In the event a person is already a Leader in another Branch of Scouts Australia, or has been a Leader within the previous 12 months in another Branch, one nominated referee who is or was their Group Leader or Scouting Manager is sufficient. In addition, it should be understood that details of the person's prior service in Scouting will be sourced, including that related to training and suitability to a Scouting role;
  - g. In the event a person is seeking to re-join Scouts ACT and has been a member of Scouts ACT within the previous 12 months, one nominated referee who was their Group Leader or Scouting Manager is sufficient; and
  - h. In the event a person is or has recently been a member of another Scout Association outside Australia, the process will be the same as if they are a completely new applicant. In addition, it should be understood that details of the person's prior service in Scouting will be sourced, including that related to training and suitability to a Scouting role
7. An application to be an Adult Leader further requires the provision of an Adult Review and Development Plan, and a Training Plan.

8. Those holding membership of another Branch of Scouts Australia may become a member of Scouts ACT if Scouts ACT membership requirements are met. Those holding an Adult Leader Appointment in another Branch of Scouts Australia may become an Adult Leader in Scouts ACT if Scouts ACT appointment requirements are met.

#### *Certificate of Adult Membership*

9. After reviewing the Application form, Code of Conduct and Mutual Agreement, Working with Vulnerable People card, and referees' reports, and where necessary, consulting the relevant Commissioner, the Appointments Committee may recommend the issue to the applicant of a Certificate of Adult Membership, with approval by the Branch Executive Committee.

10. A member with a Certificate of Adult Membership may work only with an appointed Leader and is not authorised to take sole charge of a unit, including for outdoor activities.

11. If a member with a Certificate of Adult Membership is also a trainee Leader, they are expected to undertake to complete Basic Wood Badge training without delay and as near as possible within a period of six months, depending on the availability of training.

#### *Certificate of Adult Leadership*

12. When a Member completes both e-learning and practical aspects of Basic Wood Badge training, they may receive a Certificate of Adult Leadership. This Certificate indicates that they have been assessed as proficient in basic Leader training and is approved by the Assistant Chief Commissioner, Adult Training and Development.

13. A Certificate of Adult Leadership is a training outcome, and not an appointment to undertake a Scouting role, and may be issued to both uniformed and non-uniformed Members.

#### *Certificate of Adult Appointment*

14. Following completion of appropriate training and recommendations by the member's Scouting formation (Group Leader and Group Committee representative, or Crew Leader in the case of Rovers), an Adult Member holding an appropriate Certificate of Adult Leadership may receive a Certificate of Adult Appointment following a recommendation by the Appointments Committee and approval by the BEC. This authorises a Member to hold an appointment to undertake a specific Leader role within the Branch.

15. Each Adult Leader has a primary appointment, with each new primary Certificate of Adult Appointment superseding any previous primary certificates that may have been issued.

16. Adult Appointments are valid for three years, continuable thereafter given the Scouting Manager of the person holding the appointment is satisfied for the appointment to continue. Further details are available at Policy Statement 2.5 – Review and Development of Leader Appointments.

17. Those holding an Adult Appointment may wear appropriate uniform and insignia. National Policy and Rules provides guidance including the coloured shoulder badges that may be worn. In Scouts ACT those holding a Branch Activity Leader appointment, or equivalent appointments including Branch Advisers, will wear blue shoulder badges.

#### *Secondary Appointments*

18. Leaders may hold more than one appointment as an Adult Leader. A secondary appointment will result in a separate Certificate of Adult Appointment being issued.

19. Applicants for a secondary appointment must:

- a. Complete an Application for Secondary Appointment;
  - b. Complete an appropriate Training Plan (if required);
  - c. Complete an appropriate Adult Review & Development Plan (if required);
  - d. Complete appropriate training and assessment; and
  - e. have the appropriate Scouting formation recommendations.
20. Following a review of information applicants for a secondary appointment are recommended by the Appointments Committee and approved by the BEC.
  21. Payment of the annual Branch Membership fee shall be the responsibility of the formation in which the Leader holds their primary appointment.

### *Transfers*

22. Adult Members may transfer to another Scouting formation, and Adult Leaders may transfer to another role within an existing or other Scouting formation.
23. On application for transfer by an Adult Member, and on agreement by the current and future Scouting formations, the Appointments Committee will recommend the transfer for approval by the BEC.
24. On application for transfer by an Adult Leader, and on agreement by the current and future Scouting formations (whether the same or otherwise), the Appointments Committee on a review of information will recommend the transfer for approval by the BEC. Where a transfer to another unit or to another type of leadership role (e.g. Leader of Adults) is requested, the Leader undertakes to complete Basic Wood Badge training for the new unit or role without delay, and as near as possible within a period of six months depending on the availability of training.

### Training

25. Before receiving a Certificate of Adult Leadership to support an appointment as an Adult Leader (along with other requirements as above), new applicants and transferees are required to have satisfactorily completed training:
  - a. *Rover Advisers and Rover Crew Executives*: Rover Basic Wood Badge training.
  - b. *Other Unit Leaders and Assistant Leaders*: Basic Wood Badge training in the unit for which appointment is sought.
  - c. *Group Leaders*: Basic Wood Badge training in the Leader of Adults program.
  - d. *Branch Activity Leaders and Branch Advisers whose duties are related to unit activities*: Basic Level training in the relevant (or most relevant) unit.
  - e. *Branch Activity Leaders whose duties are related to Adventurous Activities*: Basic Wood Badge training in the relevant (or most relevant) unit – typically this is Scout or Venturer unit training.
  - f. *Adventurous Activity Scout Appointed Guides*: this is a secondary appointment and requires satisfying the National Adventurous Activity requirements for the specific skill area or areas concerned.
26. There are no alternate pre-appointment training requirements for appointments not covered by the paragraph above, unless specified by the Chief Commissioner.
27. Additional training is not required for Leaders returning to the same unit less than three years after resignation; or returning up to five years after resignation if they hold a Wood Badge for that unit, unless specified by the Chief Commissioner.
28. Additional training is not required for Leaders returning to the same unit less than three years after transferring to another unit; or returning up to five years after transferring to another unit if they

hold a Wood Badge for the unit to which they are returning, unless specified by the Chief Commissioner.

29. Members under the age of 18 years may undertake Basic Wood Badge training as follows:
- a. 17 years – Basic Wood Badge face-to-face training; and
  - b. On reaching the age of 18 years – may apply for Adult Membership and appointment as an Adult Leader.

30. Training Commissioners and Assistant Training Commissioners (also known as Leader Trainers and Assistant Leader Trainers) are appointed to the Branch by the Chief Commissioner of Australia on the recommendation of the Branch Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development. All appointments as a Training Commissioner or Assistant Training Commissioner are as a secondary appointment, with the appointees required to also hold a primary appointment. Training appointments are for three years; and may be renewed with the approval of the Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development. Further details are available in Policy Statement 9.1 – Training Team Appointments.

31. The BEC may, under special circumstances, waive any or all of the requirements for training, on the recommendation of the Chief Commissioner who shall consult with the Assistant Chief Commissioner, Adult Training and Development.

#### Scout Fellowships

32. Scout Fellowships in Scouts ACT are other types of Scouting formations. They are comprised of adults holding a membership with Scouts ACT, satisfying membership requirements at 6. above. Further details are available at Policy Statement 8.1 – Scout Fellowship.

#### Honorary Commissioners

33. Suitable adults may be appointed as a Honorary Commissioner. They are required to hold a membership with Scouts ACT, satisfying membership requirements at 6. above.

#### Life Members

34. Suitable adults may be appointed as a Life Member. They are required to hold a membership with Scouts ACT, satisfying membership requirements at 6. above. Further details are available at Policy Statement 2.13 – Life Members.

#### Resignation

35. Upon resignation by a Member or Adult Leader, Scouts ACT will issue a suitable letter to the member and ensure appropriate records are updated.

#### Termination of Membership

36. The Branch Executive Committee may terminate membership in accordance with the Branch Constitution clause 12.7.

#### Reserve Leaders

37. Adult Leaders who can no longer commit to a ‘full-time’ Adult Leader appointment may apply to transfer to the appointment of Reserve Leader.

38. Reserve Leaders are expected to be available for short term relief or emergencies. Reserve Leaders can be appointed at Branch or in exceptional circumstances Group Level; and carry out up to five assignments each year.

39. The training of Reserve Leaders remains valid for three years after transfer (Wood Badge, five years) and may be renewed.

#### Scout Leader-in-Charge

40. In the absence of a Group Leader or other Scouting manager, the responsible Commissioner may temporarily assign a suitable Adult Leader to undertake the role. This is a temporary arrangement and does not require processing by the Appointments Committee or approval by BEC.

#### AUTHORITY

41. This policy or amended policy was approved by the Branch Executive Committee on 21 July 1982; amended on 28 August 1991, 23 June 1993, 22 September 1993, 26 November 1997, 27 September 2000, 12 February 2003, 25 August 2004, 27 July 2005, 22 March 2006, 25 May 2011, 27 February 2014, 25 September 2014 and 26 September 2019.